

**Department of Women & Child Development
Government of National Capital Territory of Delhi
ISBT Kashmiri Gate, DELHI**

F.No.61(520)/SCPU/ICPS/DD(CPU)/DWCD/2013/15-18 Date:-08.04.2020

**Standard Operating Procedure for Child-Care Institutions
to prevent COVID-19 infections**

In its order dated 3rd April 2020 in Suo Motu Writ Petition (Civil) No. 4 of 2020, the Apex Court has issued detail guidelines listing various actionable points for duty holders in order to protect children in CCIs from the risk of Covid 19. Some of these guidelines have been covered in the recent directives and circulars issued by this Department for prevention and control of Covid 19 in the CCIs.

In compliance and furtherance to the above said orders of the Hon'ble Court, and specific to the Child Care Institutions for effectively addressing the risk to the children in the CCIs and putting in place preventive preparedness to the risk of Covid19, following SOPs for various situations confronted by the managing team of the institutions are issued herewith :

Institutional Level

Children Centric

- Children will be made aware of the reasons why social distancing is effective against the spread of this virus and how health of community depends on conduct of everyone living in community. They will be motivated to follow distancing norms in order to keep their institution free from possible spread of the virus.
- Social distancing will be diligently applied in common use areas such as dormitories, dining room, reading room, activity/recreation room, prayer hall, yoga room etc. Wherever space constraint is faced, activity roaster can be prepared such that all children are not at one time in same place.
- Regular washing of hands with soap and water will be insisted. Before dining this will be strictly observed.
- Respiratory etiquette for sneezing and blowing nose with use of tissue papers and handkerchief or elbow bend will be taught and demonstrated as daily routine by the staff. Face masks will also be provided.



- Superintendents/Welfare Officers should ensure that children practice good personal hygiene everyday.
- Before going for any activities and upon its completion, children will be asked to wash their hands with soap or sanitize with sanitizers.
- Regular screening of children will be done to find out those who feel unwell so that necessary intervention specific to the needs of the child can be made. Family contact will be maintained by allowing children to speak to family members over voice call and, if possible, sometimes on video call.
- Daily routine will be chalked out in such a way that children are kept busy the whole day. Those children who are found to feel low will be specially taken care.
- Children will be given lesson on Do's and Dont's on prevention and control of Covid 19. In the corridors and dormitories, posters on awareness and advisory will be displayed. Care will be taken to source the materials for the poster only from the government publicity materials and not from any other source in order to avoid passing wrong information or misinformation or incomplete information.
- Children will also be made aware of what the lockdown means and why its implementation will be helpful in overcoming this situation.
- Children on new admission will be first kept for a day or two in a separate room to watch for any symptoms of cough, sneeze, fever etc. But, special care will be taken to make them comfortable during this period.
- The common rooms will get regular cleaning specially of doors, handles, windows, remotes and such other items which get touched with hands.

Staff Centric

- On reporting for duty, all staff irrespective of rank and status will undergo thermal scanning at the entry gate for fever and further will be asked to wash hands with soap and water or sanitizer. Those found having fever or showing symptoms of cough and sneeze will not be allowed entry. This will apply to security and sanitation staff also.
- The above drill will also apply to any inspecting team and there shall not be any exception to this.
- All staff will be trained and directed to cover their face, keep their hands sanitized and maintain social distance with other fellow staff as well as



children residing in the CCI. Regular washing of hands will be followed while working in the institutions.

- Security guards and sanitation staffs will cover their faces with masks and regularly wash their hands.
- If any staff complains about ill health, she/he will be allowed to stay at home and get the treatment.
- Emergency number and helpline numbers, contact of district authorities etc will be displayed at prominent places in the CCI.
- No visitors will be allowed during the lockdown period. If allowed, thorough screening of all visitors, including vendors should be done.
- All essential material/services from outside, should be thoroughly checked before accepting at the institution level.
- Vendors will be directed to adhere to safety and hygiene standards while packing and delivering the commodities at the institution.
- Sanitizers, soaps and face masks will be made available for staff on duty.

Utility and Services

- Adequate water for drinking and sanitation will be maintained. Measures will be put in place against wastage of water.
- Water storage tanks, wash room areas, kitchen, grocery storage etc will be regularly cleaned.
- In-Charge of CCIs will ensure availability and maintain proper stock including clothing, bedding, dietary and general items.
- Kitchen staff and cook will maintain high level of personal hygiene and will keep the kitchen and dining areas also clean.
- All essential material/services from outside should be thoroughly checked before accepting at the institution level. The packages before opening will be properly wiped using clothes with soap water.
- Daily disposal of garbage and kitchen waste will be ensured.
- Institution premises will be disinfected from time to time and for this purpose help of municipal authorities may also be taken.
- Daily dusting and wiping with soap or alcohol based sanitizing liquid will be carried and applied on doors, windows, handles, handrails, switches, fans etc. under rigorous supervision.



- Laundry of clothes and drying before reuse will be carried to enable the children to maintain with clean clothes.

Medical Support

- Regular screening of the children will be done by attending doctor.
- If a child is found to be suffering from symptoms of fever, cold or cough she/he will be separated immediately from other inmates and placed in isolation room, which should be away from the main activity areas of other children.
- Nursing officer and doctor on call must be informed and asked to investigate the health of the child.
- On advice of the attending doctor, the child will be referred to the nearby hospital.
- The child will wear face mask and personnel accompanying the child to the hospital will also wear the mask and sanitize their hands before holding the hands.
- In case child is diagnosed with novel corona virus infection, the district health authorities will be informed immediately and necessary action as per their instructions will be followed.

Health and Well-being

- Stress management sessions will be held regularly.
- Activity for inmates such as painting, reading, story telling etc. will be conducted.
- Counselling sessions should be organized for all children regularly.
- Engaging children in gardening etc should be promoted for better utilization of their time.
- A schedule should be prepared to engage the residents in some informative, educational and entertaining activity to keep their mind and body occupied during this period.
- Watching, reading, listening or discussing too much news about the Covid19 has to be avoided as it may cause fear psychosis among the young minds.
- Every child should be made to understand their role and responsibility towards other residents in fight against Covid virus



- Healthy and nutritious food for children to build up their immunity.

Capacity building of staff

- Staff should be trained on basic knowledge of Covid-19, transmission route, hand hygiene practice, preventive measures to be taken.
- Staff should be trained to keep children involved in different activities.
- Training should be given about how to handle children who are sick.
- No child or staff is subject to any form of stigmatizing words or corporal punishment for indiscipline.
- Students will be guided to support their peers and prevent exclusion and bullying.



(S B Shashank)
Director, WCD

Copy :

1. All Child Care Institutions in NCT of Delhi
2. District Officers/District Child Protection Unit
3. Child Welfare Committee